



# CITY OF KEY WEST

## Building Department

Expedited Building Permit Policy & Procedures

Effective **1/01/2025**

In accordance with the changes to building permit timelines outlined in the Florida State Statute 553.899, which became effective on January 1, 2025, the Building Department has modified the building permit application review process. While you will continue to receive the exceptional customer service you are accustomed to from our dedicated staff, please take note of the following new building permit application process.

### **Application Submittal**

The City of Key West Building Department will no longer accept incomplete applications. Filing requirements for each permit type are organized and available under the "Permits" tab on the Building Department website. Applications can be submitted either in person at the Building Department front desk or online via eTrakit.

Applications deemed incomplete will be marked as "Incomplete." Applicants submitting an incomplete application will receive a letter via electronic mail within five (5) business days of application receipt outlining the necessary documentation to initiate the plan review process. Failure to submit the requested documentation within ten (10) business days of receipt of the letter will result in the automatic denial of the building permit application unless a reasonable extension of time to provide the required documentation is agreed upon by the applicant and the Building Department.

If the applicant has not received a letter from the Building Department within five (5) business days of receipt of the application, the application will be considered complete and accepted.

### **Building Permit Review Process**

Once a complete building permit application is received the application will undergo an internal simultaneous plan review. If any portion of the proposed project fails to comply with the Florida Building Code or any locally adopted ordinances a letter detailing the noncompliance will be sent via electronic mail to the applicant. The applicant shall have ten (10) business days to submit corrections for the building permit application. Failure to submit the necessary corrections within ten (10) business days of receipt of the letter will result in the automatic denial of the building

permit application unless a reasonable extension of time to provide the required documentation is agreed upon by the applicant and the Building Department.

Once revisions are received, plan reviewers have ten (10) business days to review the revised plans.

### **Building Permit Issuance**

Applicants may receive their approved building permit application once all fees have been paid in full. In addition, Section 14-1 of the City of Key West Code of Ordinances requires all fees, fines, charges and assessments of any nature due or accruing to the City have been paid by such person or related to such property prior to the issuance of any permit.

Once all fees have been paid the applicant may pick up their permit card from the Building Department, or request to have it sent via electronic mail to print out.